

## VACANCY NOTICE

Ref. No: eu-LISA/17/TA/AD9/4.1

### Head of Human Resources and Training Unit

<b>Post:</b>	<b>Head of Human Resources and Training Unit</b>
<b>Sector/Unit/Department:</b>	Human Resources and Training Unit/Resources and Administration Department
<b>Function Group/Grade:</b>	Temporary Agent/AD9
<b>Location:</b>	Tallinn, Estonia
<b>Starting date:</b>	asap
<b>Level of Security Clearance:</b>	SECRET UE/EU SECRET <sup>1</sup>
<b>Closing date for applications</b>	<b>10 May 2017<sup>2</sup> 23:59 EET and 22:59 CET</b>

#### 1. BACKGROUND

Applicants are invited for the above mentioned position at the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter referred to as “eu-LISA”). eu-LISA was established by Regulation (EU) No 1077/2011 of the European Parliament and of the Council dated 25 October 2011<sup>3</sup> (hereinafter referred to as “the Regulation”). eu-LISA became operational on 1 December 2012.

The seat of eu-LISA is Tallinn, Estonia. Tasks related to development and operational management of the current and future systems are carried out in Strasbourg, France. eu-LISA also has a backup site in Sankt Johann im Pongau, Austria and a Liaison Office in Brussels, Belgium.

eu-LISA is responsible for the long-term operational management of Eurodac<sup>4</sup>, the second generation Schengen Information System (SIS II)<sup>5</sup> and the Visa Information System (VIS)<sup>6</sup>. In the future, eu-LISA may also be made responsible for the preparation,

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<sup>1</sup> EC Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information

<sup>2</sup> Date of publication: 05 April 2017

<sup>3</sup> Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011, OJ L 286, 01.11.2011.

<sup>4</sup> Council Regulation (EC) No 2724/2000 of 11 December 2000 concerning the establishment of “EURODAC” for the comparison of fingerprints for the effective application of the Dublin Convention, OJ L 316, 15.12.2000.

<sup>5</sup> Regulation (EC) No 1987/2006 of the European Parliament and of the Council of 20 December 2006 on establishment, operation and use of the second generation Schengen Information System (SIS II), OJ L 381, 28.12.2006, and Council Decision 2007/533 JHA of 12 June 2007 on the establishment, operation and use of the second generation Schengen Information System (SIS II), OJ L 205, 7.08.2007.

<sup>6</sup> Regulation (EC) No 767/2008 of 9 July 2008 of the European Parliament and the Council concerning the Visa Information System (VIS) and the exchange of data between member States on short-stay visas (VIS Regulation), OJ L 218, 13.08.2008.

development and operational management of other large-scale IT systems in the area of freedom, security and justice, if so entrusted by means of separate legal instruments. The core task of eu-LISA is to ensure the effective, secure and continuous operation of said IT-systems. The Agency is also responsible for the adoption of necessary measures to ensure the security of the systems and the security of the data therein.

Beyond these operational tasks, eu-LISA is responsible for reporting, publishing, monitoring and organising specific trainings sessions on the technical use of the systems, implementing pilot schemes upon the specific and precise request of the European Commission and monitoring of research relevant for the operational management of the systems.

## **2. HUMAN RESOURCES AND TRAINING UNIT**

The Human Resources and Trainings Unit (thereinafter 'HRTU') is responsible for designing, implementing, monitoring and updating eu-LISA's Human Resources Strategy, policies and administrative decisions in the areas of human resources management, professional development and training. It recruits personnel, manages personal files of staff and provides compliance guarantees with relevant legal instruments of the European Union applicable to the Agency.

## **3. DUTIES AND RESPONSIBILITIES**

The Head of HRTU will lead and manage a team currently consisting of eight (8) post-holders. He/she will be requested to optimise HRTU into a professional all-round human resources service for all eu-LISA staff members and to provide support to the Head of the Resources and Administration Department.

Reporting directly to the Head of Resources and Administration Department, the Head of HRTU will be responsible for:

- Contributing to drafting, monitoring and reporting on the implementation of eu-LISA's Annual Work Programme (Programming Document) including human resources for the Agency and their associated financial resources;
- Implementing and periodically reviewing the Human Resources Strategy, policies and procedures and ensuring alignment of the Unit work to them;
- Defining the Unit's and individual Unit members' objectives;
- Managing and supervising the work of the Unit and ensuring an efficient use of human and financial resources;
- Ensuring efficient management and implementation of human resources services, such as
  - Staff administration, including contract management, preparation of payroll, rights and entitlements, as well as management of staff working arrangements;
  - Recruitment and mobility, including organisation and support of all recruitment processes, staff relocation and induction activities, as well as all tasks pertaining to internal mobility and reorganisation;
  - Training and Development, including appraisals, planning and execution of learning programmes, reclassification process and well-being of staff;
- Supporting and advising management and other internal and external stakeholders as well as being a main point of contact in cooperation with the Staff Committee;
- Monitoring the implementation and compliance with the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union and the relevant implementing provisions;
- Overseeing risk management and assuring compliance with applicable laws in

- the execution of the tasks of the Unit;
- Ensuring quality, accuracy and integrity of personnel data as well as analysis and reporting of it;
- Enhancing Unit reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments;
- Carrying out any other relevant duties requested by the Head of the Resources and Administration Department.

#### **4. QUALIFICATIONS AND EXPERIENCE REQUIRED**

##### **4.1. Eligibility criteria**

Applicants will be considered eligible for recruitment and selection on the basis of the following formal criteria which need to be fulfilled by the deadline for applications:

- 4.1.1. a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,  
or  
a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

***N.B. Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in said EU Member States shall be taken into consideration.***

- 4.1.2. by the closing date for applications have acquired **at least twelve (12) years of proven full-time professional experience** relevant to the duties after the award of the qualification certifying the completion of the level studies required as a condition of eligibility as above;

***Only duly documented professional activity is taken into account.***

***ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).***

***In case of part-time work the professional experience will be calculated pro-rata in line with the workload stated by the applicant.***

***Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in the 4.1.1. shall be taken into consideration as professional experience if official documentation is provided.***

***Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.***

- 4.1.3. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland<sup>7</sup> and enjoys his/her full rights as a citizen<sup>8</sup>;
- 4.1.4. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
- 4.1.5. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 4.1.6. he/she is physically fit to perform his/her duties<sup>9</sup> and
- 4.1.7. he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

#### **4.2. Selection criteria**

##### *4.2.1. Professional competencies*

The applicant will be required to demonstrate that he/she has:

- A University degree and/or Master's Degree in Human Resources Management, or Business Administration or Economics (or in areas relevant to the job duties);
- Proven professional experience in the management of a team;
- At least 5 years of professional experience in a management position in Human Resources related functions, of relevance to the aforementioned duties, preferably working in an International Organisations, European Institutions, Agencies or Bodies, and/or Diplomatic representations of EU Member States;
- Excellent knowledge of and experience with compliance monitoring of the Staff Regulations of Officials and Conditions of Employment of the Other Servants of the European Union and its implementing provisions;
- Knowledge of Human Resources Management theories and HR best practices in the public sector;
- Proven experience in managing a multi-national team;
- Knowledge of the principles of sound financial management;
- Strong drafting and communication skills in English both orally and in writing, at least at the level C1<sup>10</sup>.

**The working language of eu-LISA is English. Therefore, the ability to communicate in English is an essential requirement.**

##### 4.2.2. Besides the following attributes would be advantageous:

- Working experience in European public administration;

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<sup>7</sup> Appointment of staff from countries associated with the implementation, application and development of the Schengen acquis and Eurodac-related measures is subject to the conclusion of the arrangements defined in article 37 of the founding Regulation of the Agency.

<sup>8</sup> Prior to any appointment, the successful applicant will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>9</sup> Before the appointment, the successful applicant shall be medically examined by a selected medical service in order that the Agency may be satisfied that he/she fulfils the requirement of Article 12 (2)d of the Conditions of employment of other servants of the European Communities.

<sup>10</sup> Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Professional qualification in HR Management;
- Working knowledge of French, at least at the level of B1<sup>11</sup>.

#### 4.2.3. *Personal qualities*

Attributes especially important to this posts include:

- Strong managerial and leadership skills;
- Excellent interpersonal skills to communicate, engage and build professional relations at all levels;
- High degree of commitment, responsibility, flexibility and initiative;
- Ability to work under pressure and with tight deadlines, responding to changes in a rapidly evolving work environment;
- Ability to make timely decisions and set priorities;
- Excellent analytical capabilities, problem-solving and conflict-resolution skills;
- Ability to act with tact and discretion when dealing with people and confidential information;
- Ability to motivate a team to achieve objectives, and to offer constructive feedback.

### 5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant for the post will be required to make a declaration of commitment to act independently in eu-LISA's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

### 6. EQUAL OPPORTUNITIES

eu-LISA applies an equal opportunities policy and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### 7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- A Selection Committee designated by the Appointing Authority (the Executive Director of eu-LISA) is set up for the selection procedure;
- After registration, each application is checked to verify whether the applicant meets the eligibility criteria;
- All the eligible applications are evaluated by the Selection Committee based on the selection criteria defined in the vacancy notice;
- The best-qualified applicants, who obtained the highest number of points are short-listed for an interview which will be complemented by a written competency test and the Assessment Centre;
- The interview and a written test are conducted in English. In case English is the mother tongue of an applicant, some interview questions or test questions may be held in the language they indicate on the application form as their 2<sup>nd</sup> EU language;

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<sup>11</sup> Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- During the interviews, the Selection Committee examines the profiles of applicants and scores the candidates in accordance with the selection criteria;
- Applicants invited to an interview will be requested to present, on the day of the interview, originals of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, and the workload;
- After the interviews and tests, the Selection Committee draws up a non-ranked list of the most suitable candidates to be included on a reserve list for the post and proposes it to the Appointing Authority. The Selection Committee may also propose to the Appointing Authority the best suitable candidate to be engaged for the post;
- In order to be considered for inclusion on the reserve list, an applicant must receive at least 50% of the maximum points from the evaluation of the interview and the test phase;
- The Appointing Authority chooses from the reserve list an applicant whom to engage for the post;
- The reserve list established for this selection procedure will be valid until **31 May 2020** (the validity period may be extended);
- Applicants put on the reserve list may be offered a job for the same or a similar post depending on the needs of eu-LISA and budgetary situation, as long as the reserve list is valid;
- Each applicant invited for an interview will be informed by a letter whether or not he/she has been placed on the reserve list. **Applicants should note that inclusion on a reserve list does not guarantee employment.**

**Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.**

**Because English is the working language of eu-LISA and because the successful applicant will be requested to immediately be operational, the recruitment procedure will be performed in English and all communication with applicants will be held in English.**

## **8. ENGAGEMENT AND CONDITIONS OF EMPLOYMENT**

**Head of HRTU** will be engaged by the Authority Authorised to Conclude Contracts of employment ('eu-LISA's Executive Director') from the reserve list, depending on operational requirements.

For reasons related to eu-LISA's operational requirements, once the applicant receives a job offer, he/she may be required to confirm their acceptance of the offer in a short time, and be available to start the contract at a short notice (1 to 3 months).

The successful applicant will be engaged as a Temporary Agent, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The Temporary Agent's post in question will be placed in Function Group AD, Grade 9 in the first or second step, depending on the length of previously acquired professional experience.

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Tallinn, Estonia 77.6 %) and paid in EUR<sup>12</sup>.

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<sup>12</sup> The correction coefficient is subject to a regular update.

**In addition to the basic salary, staff members may be entitled to various allowances depending on their personal situation.**

eu-LISA staff members pay an EU tax at the source and deductions are also made for medical insurance, pension and unemployment insurance. **Salaries are exempt from national taxation.**

Staff members may also be entitled to the reimbursement of removal costs and an initial temporary daily subsistence allowance. The provisions guiding the calculation of these allowances can be consulted in Annex VII of the Staff Regulations available at the following address:

[http://eur-](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF)

[lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF)

The complete salary table is available in Article 66 of the Staff Regulations.

eu-LISA staff members are entitled to annual leave of two working days per each complete calendar month of service. There are on average 19 Public Holidays per year. Throughout the period of service staff members participate in the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at eu-LISA may be transferred into the EU pension system.

eu-LISA staff members are covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions of temporary staff please refer to CEOS: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The initial duration of the contract is **five years** including probationary period of nine months, with the possibility of contract renewal for another period not exceeding five years. Second renewal would be indefinite.

**All selected applicants will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (SECRET UE/EU SECRET level).**

A Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, which shows the level of EU Classified Information (EUCI) to which that individual may be granted access (CONFIDENTIEL UE/EU CONFIDENTIAL or above), the date of validity of the relevant PSC and the date of expiry of the certificate itself. For more information about EUCI please consult the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information.

Applicants who currently hold a valid security clearance shall provide a copy of the security clearance to eu-LISA and specify the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months, the renewal procedure will be initiated expeditiously.

Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual applicant.

Failure to obtain the required security clearance certificate from the successful applicant's National Security Authority, either during or after the expiration of the probationary period, will give the right to eu-LISA to terminate any applicable employment contract.

## 9. PROTECTION OF PERSONAL DATA

eu-LISA ensures that applicants' personal data is processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). Please note that eu-LISA will not return applications to applicants.

The legal basis for the selection procedures of Temporary Staff (TA 2 f) are defined in the Conditions of Employment of Other Servants of the European Communities<sup>13</sup>.

The purpose of processing personal data is to enable selection procedures.

The selection procedure is conducted under the responsibility of eu-LISA's Human Resources and Training Unit, within the Resources and Administration Department. The controller, in practice, for personal data protection purposes is the Head of the Human Resources and Training Unit.

The information provided by the applicants will be accessible to a strictly limited number of HR staff members, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the Legal Officer of eu-LISA.

Almost all fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits.

Processing begins on the date of receipt of the application. Our data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for **2 years** after which time they are destroyed;
- for applicants placed on a reserve list but not recruited: data is kept for the period of validity of **the reserve list + 1 year** after which time it is destroyed;
- for recruited applicants: data is kept for a period of **10 years** as of the termination of employment or as of the last pension payment after which time it is destroyed.

All applicants may exercise their right of access to and right to rectify personal data. In the case of identification data, applicants can rectify the data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications' submission.

Any substantiated query concerning the processing of his/her personal data should be addressed to the Human Resources and Training Unit of the Agency at [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu)

Applicants may have recourse at any time to eu-LISA's Data Protection Officer [dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

## 10. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, to the following address:

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<sup>13</sup> CEOS, in particular the provisions governing conditions of engagement in Title II.



## eu-LISA

**(European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice)**

EU House

Rävala pst 4

10143 Tallinn, Estonia

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts from the time the applicant is notified of the act adversely affecting him/her.

### 11. APPLICATION PROCEDURE

**In order for application to be valid and considered eligible, the applicant is required to submit:**

- eu-LISA standard application form filled in and hand-signed (scanned into PDF format);
- eu-LISA standard application form completed in electronic form (Word file);
- Eligibility Checklist (see page 11 of the Vacancy Notice) duly completed and hand-signed (scanned into PDF format). In this Checklist the applicant verifies his/her compliance with the eligibility criteria for the specific post;
- Selection criteria Check-list (see it in the list of `Related documents` on our webpage) duly completed and hand-signed (scanned into PDF format). In this check-list the applicant explains in his/her opinion on how he/she meets the selection criteria for the specific post;
- Declaration of Conflict of Interest duly completed and hand-signed (scanned into PDF format) in order to identify potential or actual conflict of interest in relation to the position offered, if any (**see page 12 of the Vacancy Notice**).

Applicants are requested to fill in the standard application form in English that can be downloaded from the eu-LISA website:

<http://www.eulisa.europa.eu/JobOpportunities/Pages/TemporaryAgent.aspx>

Incomplete applications and applications sent to eu-LISA after the deadline **will be disqualified and treated as non-eligible**.

Applications must be sent to the following e-mail address before the deadline: [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu)

The closing date for submission of applications is: **10 May 2017 at 23:59 EET (Eastern European Time) and 22:59 CET (Central European Time)**.

**The subject of the e-mail should include the Reference No eu-LISA/17/TA/AD9/4.1.**

Applicants are strongly advised **not to wait until the last day** to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. eu-LISA cannot be held responsible for any delay due to such difficulties.

Once the applications have been registered, applicants will receive an acknowledgement message by e-mail confirming the receipt of the application.

**Please note that if at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false, the applicant in question will be disqualified.**

Due to the large volume of applications, eu-LISA regrets to inform that only applicants selected for the interviews will be contacted.

In case of any queries about the selection process, please contact via e-mail: [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu)

You will be requested to supply documentary evidence in support of the statements that you make for this application. Do not, however, send any supporting or supplementary documentation with your application, until you have been asked to do so by eu-LISA. Additionally, do not submit the reference letters or testimonials, unless they have been requested for the sole use of eu-LISA.

Please note that the time period between the closing date for applications submission and the end of the short listing applicants for the interview may take up to several months.

## Head of HRTU/AD9

Full name of applicant: (in capital letters)

Application number: (introduced by the eu-LISA)

**ELIGIBILITY CRITERIA**

1	a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or  a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	by the closing date for applications have acquired at least twelve (12) years of proven full-time professional experience relevant to the duties <u>after</u> the award of the qualifying level of studies required for the eligibility mentioned above.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland <sup>14</sup> and enjoys his/her full rights as a citizen;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	he/she is physically fit to perform his/her duties <sup>15</sup> and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>I, the applicant, fulfil all the eligibility criteria for the post in question:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Signature of the Applicant:*

.....

*Signature (hand-written)***Introduced by eu-LISA:**Certified correct: Yes ☐ No ☐

<sup>14</sup> Appointment of staff from countries associated with the implementation, application and development of the Schengen acquis and Eurodac-related measures is subject to the conclusion of the arrangements defined in article 37 of the founding Regulation of the Agency.

<sup>15</sup> Before the appointment, the successful applicant shall be medically examined by a selected medical service in order that the Agency may be satisfied that he/she fulfils the requirement of Article 12 (2)d of the Conditions of employment of other servants of the European Communities.

**DECLARATION  
OF CONFLICT OF INTEREST<sup>16</sup>**

Vacancy Notice Reference Number: **eu-LISA/17/TA/AD9/4.1**

Position: **Head of HRTU**

This Declaration serves the purpose of allowing the Executive Director to identify potential or actual conflict of interest in relation to the specific position offered and the appropriate measures to be adopted, if any.

Surname/first name: .....

Address for correspondence:.....

Telephone number: .....

E-mail address: .....

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties **in the specific position offered** at eu-LISA and which could lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

*If yes, please detail:*

.....  
.....

**Declaration**

I hereby certify that the information provided in this form is correct and complete and that my standard application form is duly updated. I will immediately inform Executive Director of any change in my situation, or of any new relevant information I may receive which could cause a breach of the Staff Regulations/CEOS. I am aware that any false declaration may result in the cancellation of the recruitment process or, after recruitment, in disciplinary actions.

Signature of the applicant:

Date: .. /.. /....

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<sup>16</sup> Pursuant to Articles 11 and 11a of the Staff Regulations and 11 and 81 of the Conditions of Employment of Other Servants (CEOS)